

BUPERS/NPC SAFETY

Volume 13

November 2016

At work, at play, let safety lead the way

Safety tips from Navy Personnel Command



OPNAV INSTRUCTION 3500.39C Operational Risk Management (ORM)

Risk is inherent in all tasks, training, missions, operations, and in personal activities no matter how routine. The most common cause of task degradation or mission failure is human error, specifically the inability to consistently manage risk. ORM reduces or offsets risks by systematically identifying hazards and assessing and controlling the associated risks allowing decisions to be made that weigh risks against mission or task benefits. As professionals, Navy personnel are responsible for managing risk in all tasks while leaders at all levels are responsible for ensuring proper procedures are in place and that appropriate resources are available for their personnel to perform assigned tasks. The Navy vision is to develop an environment in which every officer, enlisted, or civilian person is trained and motivated to personally manage risk in everything they do.

All personnel within the BUPERS/NPC claimancy are to receive annual risk management training. In order to improve the risk management training, the Safety Office has developed risk management training that is applicable to BUPERS/NPC. We have removed the requirement to complete the ESAMS and NKO Operational Risk Management training. The training was to confusing and did not meet the needs of BUPERS/NPC mission. In order to still meet the annual risk management training requirements please read the Risk Management Training power point at the link below. Just copy and paste the link into your browser. You may have to do it a couple of times before the ppt opens. Supervisors/ESAMS representatives-log this training as a November Monthly Safety Talk-just change the topic title.

<http://www.public.navy.mil/bupers-npc/organization/bupers/Safety/Documents/BUPERS%20and%20NPC%20Risk%20Management%20Training%20Oct%2016.pptx>

Presentation also added to Newsletter.

1. All military and civilian personnel attached to a BUPERS UIC are required by policy, to have a valid ESAMS account. For assistance, please call 901-874-2331.
2. OPNAVINST 5100.12J requires all military personnel who operate a motorcycle on/off base to attend a COMNAVSAFECEN approved motorcycle rider safety course. Class schedules can be found in ESAMS or at www.navymotorcyclerrider.com.
3. OPNAVINST 5100.12J also states that all military personnel under the age of 26 must receive an initial 4 hour traffic safety training course upon entrance into the USN. Additionally, all military personnel under the age of 26 must receive two hours of annual refresher traffic safety training. This training can be completed in ESAMS.

NOTE: Ensure Monthly Safety Talk is recorded in ESAMS.

LINKS

OSHA:
<http://osha.gov/>

ESAMS:
https://esams.cnmc.navy.mil/ESAMS_GEN_2/LoginESAMS.aspx

Naval Safety Center:
<http://www.public.navy.mil/comnavsafe-cen/Pages/index.aspx>

BUPERS/NPC Safety Sharepoint:
<https://mpte.navy.deps.mil/sites/npc/pers5/pers53/53Z/SitePages/Home.aspx>

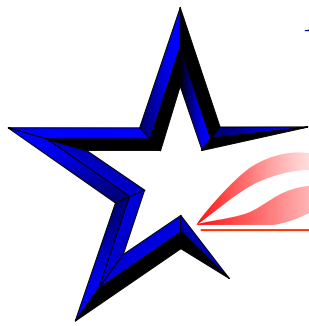
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BPM/NPC

Individual-Managing Your Risk Training

BUPERS/NPC Safety
September 2016



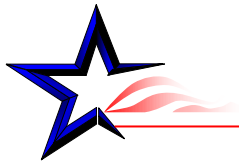
OPNAV INSTRUCTION 3500.39C

- The Navy's governing instruction for Risk Management is OPNAVINST 3500.39C, *Operational Risk Management*
- The purpose of this instruction is to establish policy, guidelines, procedures, responsibilities, and to standardize operational risk management processes across the Navy and to establish the ORM training continuum.
- This instruction applies to all Navy activities, commands, personnel, and contractors under the direct supervision of government personnel.



DISCUSSION

- Risk is inherent in all tasks, training, missions, operations, and in personal activities no matter how routine on- or off-duty.
- The most common cause of task degradation, mission failure, or injury is human error.
- Risk Management reduces or offsets risks by identifying hazards and assessing and controlling the associated risks.



NAVY VISION

- The Navy's vision is to develop an environment in which every Navy person is trained and motivated to personally manage risk in everything they do.



FOUR BASIC PRINCIPLES OF ORM

- Accept risk when benefits outweigh the cost
 - Balancing costs and benefits is a subjective process
 - Personnel with knowledge/experience must be engaged
- Accept no unnecessary risk
 - Any risk that will not contribute meaningfully to mission is unnecessary
- Anticipate and Manage risk by planning
 - Integrate RM at all levels as early as possible
- Make risk decisions at the appropriate level
 - The appropriate level is the person that can eliminate, minimize the hazard, implement controls or accept the risk

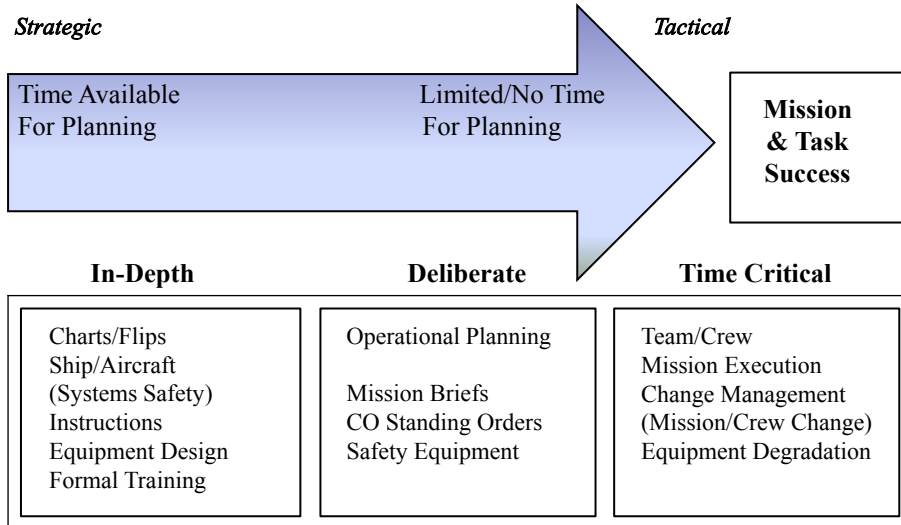


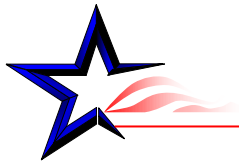
THREE TYPES OF RISK ASSESSMENTS

- In-Depth: When time is not a limiting factor and the correct controls are required for successful mission or task.
- Deliberate: This type of assessment refers to situations when there is ample time to apply the RM process to the detailed planning of a mission or task.
- Time Critical: This assessment is at the level which personnel operate on a daily basis both on- and off-duty. This level is at the point of execution of mission or task.



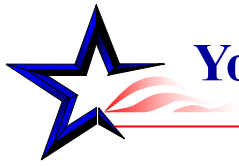
Relationship between ORM levels





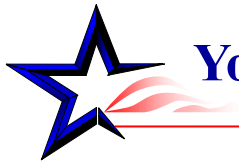
5 Steps to the ORM Process

1. Identify the Hazards-Condition that could cause injury, death, property damage, or mission failure
2. Assess the Hazards-Severity and Probability
3. Make Risk Decisions-Identify control options and make decision
4. Implement Controls-Make Implementation Clear, Who is Accountable, Provide Support
5. Supervise-Monitor actions, Review outcomes, Provide feedback



Your Role In Risk Management

1. Identify the Hazards to your mission or what you do off-duty.
2. Assess the Hazards to your mission, what is the probability and severity if not controlled?
3. Make Risk Decisions, what can you implement to reduce the chance of mission failure or risk to yourself?
4. Implement Controls, do the controls reduce the risk and can they be implemented?
5. Supervise and review the outcomes of your decisions. Were the controls adequate?



Your Role In Risk Management

1. Risk management is a mindset whether you are doing something at home or at work there are hazards. Everyday we apply these risk management principles.
2. You apply risk management principles when you get behind the wheel of your vehicle. You identify hazards when you drive and try to avoid them.
3. Motorcycle riders apply risk management principles when they wear all of their protective equipment to prevent injury in the event of a mishap.
4. Boaters apply risk management when they ensure they have life jackets on board and make their children wear them.
5. I encourage all of you to keep risk management principles applied in all you do.



Questions or Comments

For questions or comments concerning this training
please contact:

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